



# Title II Formula Grant

## Writing Tips

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1. Title II funds may only be used for new and innovative programs. Funds cannot be used to support the needs of existing programs. However, Title II funds can be used to fund new additions to existing programs.
2. The Utah Board of Juvenile Justice determines which grants receive funding and at what level based on, but not limited to the project's: design and management; goals and objectives; problem statement; evaluation plan and; budget.
3. Keep the budget trim. Focus on providing services to the youth targeted by the grant. Request funding for items that are truly justified and necessary.
4. The Board does not typically provide funding to purchase or lease vehicles, pay office rent or pay overhead expenses.
5. Title II money may not be used to purchase land, construct or remodel buildings.
6. The Board is concerned with sustainability of a project following the grant and is therefore cautious when awarding money to purchase large amounts of equipment or office/site improvements.
7. The Board typically funds grants up to \$80,000 with the average new award for FY2003 being \$38,500.
8. Don't rely solely on anecdotal evidence to justify your project. Use current statistics and research to back up your ideas. One resource would be the CCJJ research web page at: <http://www.justice.utah.gov/Research/default.htm> .
9. A list of previous grants is available at: <http://www.juvenile.utah.gov> .
10. Be sure to submit your grant application on time or early.
11. Proofread your grant application. Poor grammar and spelling distract from the content.
12. Have another person, unfamiliar with your project, read the grant application. This will help identify any unclear concepts or confusing points.
13. Be clear and succinct in your writing. Do not use more words than are warranted.
14. Scoring will be based on the project's: design and management; goals and objectives; problem statement; and budget matrix and narrative.